

KING COUNTY COMBINED FUNDERS NOTICE OF FUNDING AVAILABILITY

2011 Combined NOFA for Housing with Supportive Services For Homeless Families, Individuals and Young Adults

- Capital Funding for New Affordable Housing
- Operating Support, Rental Assistance & Supportive Services for New and Existing Housing



City of Seattle

Michael McGinn, Mayor

Office of Housing

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King County

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Seattle Housing Authority

Tom Tierney, Executive Director



ARCH

A Regional Coalition for

Housing

Arthur Sullivan, Director



**BUILDING
CHANGES**

END HOMELESSNESS
TOGETHER

Betsy Lieberman, Executive Director

 **KING COUNTY
HOUSING AUTHORITY**

King County Housing Authority

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I. OVERVIEW

The King County Homeless Housing Funder Group is pleased to announce a combined funding round for housing with supportive services to address homelessness throughout King County. Seven public and private funders will allocate approximately \$55.6 million in combined funds through this NOFA. The intent of the combined NOFA is to provide streamlined application processes, reviews and awards to expedite providers' ability to implement projects and house homeless households.

II. APPLICATION WORKSHOP

Organizations interested in applying for any of the funds announced in this NOFA are strongly encouraged to attend the Application Workshop. The funders will give an overview of the common funding priorities in this round, and provide information about each of their funding and application processes.

APPLICATION WORKSHOP

June 1, 2011

1:00 p.m. to 3:00 p.m.

Mercerview Community Center

III. IMPLEMENTING THE PLAN TO END HOMELESSNESS IN KING COUNTY

The Committee to End Homelessness in King County (CEHKC) comprises a coalition of non-profit organizations, government, faith communities, homeless people, businesses, and other supporters. In Spring 2005 CEHKC released the Ten-Year Plan to End Homelessness in King County. One of the priorities set by the CEHKC Governing Board and Interagency Council, overseeing implementation of the plan, is to improve efficiency and coordination of existing resources. This joint allocation of capital, operating support, rental assistances and service funding for supportive housing is designed to address this goal.

This is the seventh countywide homeless funding effort to coordinate the application and allocation process for proposals that meet the goals of the Ten Year Plan to End Homelessness. From the time the plan was adopted in 2005, through 2010, a total of 4,513 units of housing for homeless households have been brought into operation, or are in the production pipeline. The Ten Year Plan goal is 9,500 additional units of housing available to homeless households countywide.

IV. 2011 NOFA PRINCIPLES AND PRIORITIES

The 2011 funding principles and priorities were established by the King County Funders Group, which includes representatives from the City of Seattle, King County, United Way of King County, The Bill and Melinda Gates Foundation, A Regional Coalition for Housing (ARCH), King County and Seattle Housing Authorities, Suburban Cities, Building Changes and the Committee to End Homelessness. These priorities apply to non-time-limited permanent housing with supportive services. See the Related Funding Opportunities section for time-limited homeless program and other opportunities.

Applications reviewed under these priorities are subject to funds available. Capital project applications reviewed under these priorities in the 2011 funding round will be also reviewed by King County for a pre-commitment of operating and/or services support, and will be expected to show leverage of other appropriate sources of operating and services support to the maximum extent feasible. Final awards of operating and services funds will be determined through a separate, competitive process in the year prior to project opening.

CAPITAL FUNDING PRIORITIES

Given the ongoing uncertainty around the Washington State Housing Trust Fund in 2011, capital funds this round should be assumed to be exceptionally limited. Capital projects will have to demonstrate a convincing plan to assemble all necessary capital resources in this funding environment, including tax credit investments, as well as demonstrate a cost-effective use of limited resources. Priorities for capital funding include the following and are not in any rank order:

1. **Continue to Support the Campaign to End Chronic Homelessness** through funding of a limited number of new permanent supportive housing units for chronically homeless households. The funders anticipate that combined funder service funding will be available to support capital investments for up to approximately 150 new service-intensive permanent housing units may receive capital funding in the 2011 Combined NOFA funding round.
2. **Lower Service Need Units:** Support non-time-limited housing for homeless households with moderate to low needs for services. Projects in this category must show operating and service budgets appropriate to serving persons with lower service needs. Project sponsors must also show that units in this category will have a connection to the overall functioning of homeless system development, such as:
 - a) creating opportunities for homeless households to be rapidly re-housed by avoiding shelter altogether or to be moved as quickly as possible from temporary housing/shelter to permanent housing; and
 - b) establishing units in a capital project that can serve formerly homeless households that are ready to move out of permanent supportive housing with intensive services to a less service-intensive environment; and
 - c) participating in coordinated entry.

3. **Set-Aside Funds and Leveraging:** Funders are specifically interested in funding a project that will include units of homeless housing for veterans and/or veteran families due to available Veteran's Levy capital set-aside funds; and local funders desire to leverage a probable set-aside for veteran's housing in the State Housing Trust Fund, as well as potential fund sources available through the Veteran's Administration, including Per Diem Program funds (to the extent that Per Diem is leveraged, an exception may be made for time-limited housing.) Funders desire projects that respond to opportunities for capital leverage associated with all funding allocated to the State Housing Trust Fund in 2011, especially funding that may be set-aside for homeless populations.

OPERATING SUPPORT, RENTAL ASSISTANCE & SUPPORTIVE SERVICES PRIORITIES

Applications for operating and services funding in 2011 will be highly competitive. As in 2010, projects that received operating support, rental assistance and supportive services funding under previous funding rounds that have forthcoming expiring contracts will be eligible to re-apply for funding in this round. Agencies re-applying to receive funding and all new applicants will be subject to the priorities and evaluation factors expressed in this Combined NOFA. Funders will evaluate re-applications carefully and will consider the implications for the existing homeless housing capacity in our communities. Priorities for services, operating and rental assistance funding include:

1. **Pipeline Projects and Long Term Capital Commitments:** Ensure that capital projects with contractual agreements to provide permanent homeless housing units have sufficient operating support or rental subsidies and appropriate levels of service funds to support their residents. Funders anticipate a pipeline of at least 300 capital units to apply for services, operating and rental assistance funding this year. This priority applies to:
 - a) New capital projects with dedicated homeless housing units scheduled to complete construction and begin leasing by the end of 2012;
 - b) Existing capital projects with dedicated non-time-limited homeless housing units re-applying for operating and/or services support.
2. **Continue to Support the Campaign to End Chronic Homelessness** through funding of a limited number of new permanent supportive housing units for chronically homeless households. This priority may overlap with the priority under #1.
 - a) For both capital and non-capital projects, the funders expect projects to leverage operating and services funding from other sources to the maximum extent feasible, including such sources as McKinney, VA sources, Medicaid and fundraising.
 - b) Funders in this Combined NOFA are looking at an acceptable total operating and services cost range of approximately \$10,000 to \$12,000 per unit per year, and expect projects to leverage other sources to help pay that cost.
3. **Lower Service Need Units:** Support non-time-limited housing for homeless households with moderate to low needs for services. This priority may also overlap with the priority under #1. Projects in this category must show operating and service budgets appropriate to serving

persons with lower service needs. Project sponsors must also show that units in this category will have a connection to the overall functioning of homeless system development, such as:

- a) creating opportunities for homeless households to be rapidly re-housed by avoiding shelter altogether or by moving as quickly as possible from temporary housing/shelter to permanent housing; and
- b) establishing units in a capital project that can serve formerly homeless households that are ready to move out of permanent supportive housing with intensive services to a less service-intensive environment.

4. Support the Family Homelessness Initiative: This priority is part of the Family Homelessness Initiative discussed in more detail in the Related Funding Opportunities and Emerging Systems section of this NOFA on page 15. The primary areas of implementation include:

- a) creating a coordinated entry and assessment system for families experiencing homelessness or a housing crisis to access housing services
- b) realigning the current, traditional model of homeless service delivery to homeless families to one that promotes prevention and rapid re-housing into appropriate levels of services and housing supports
- c) increased efforts to coordinate family homeless/housing services with other mainstream systems.

Note: Individual funders administer funding sources with broader eligible uses than the priorities listed above. Applicants must consult the specific funding parameters for each participating funder, beginning on page 10. In addition, applicants should review related funding opportunities and emerging systems updates, beginning on page 15.

V. APPLICATION EVALUATION FACTORS

Evaluation and scoring criteria in this section will be taken into consideration when reviewing ALL applications. As in previous funding rounds, the funders will determine which fund sources are the best match for projects. The evaluation factors in this section are not listed in any type of rank order.

1) Financial Analysis

- Funding level requested is matched to client need – funders reserve the right to work through budgets with applicants to address this issue;
- Demonstrated ability to leverage other funding - a special focus will be placed on clear and compelling demonstration of cost effectiveness. Budgets should show reasonable costs for all committed and proposed funding sources;
- For service and operating budgets, attention will be placed on how mainstream resources such as vouchers and Medicaid are utilized.

2) Quality of Past Performance

- Contract performance;
- Voucher utilization;

- Participation in the HMIS will be rated based on past data completeness reports, demonstrated improvements in data quality and HMIS utilization, and the evidence of a comprehensive agency oversight plan related to the agency business process for internal management of the HMIS.

3) HMIS Participation

Funders are specifically interested in receiving information from applicants regarding specific strategies they use/will use to meet Safe Harbors data requirements, and ensure data quality and timeliness of reporting in Safe Harbors by December 2011. The funders intend to use data in Safe Harbors in connection with invoicing and reporting for operating, rental assistance, and services contracts in 2012.

HMIS evaluation criterion will focus on the completeness of bed coverage and the quality of data recorded in Safe Harbors. Points will be awarded based upon the thoroughness of data as published in the “Safe Harbors Data Quality Report”, which is posted monthly on the Safe Harbors website (safeharbors.org). The data reflected in this report is used by funders to assess the quality of data entered in HMIS and provides both program level and Continuum of Care (system) level data. The funders at all levels will increasingly rely on HMIS data to measure system level performance, which will affect local access to state and federal homeless assistance funds.

4) Homeless System Development

- How the project fits into the larger homeless housing continuum and addresses the coordination of systems and entry into housing, re-housing of homeless persons as rapidly as possible, movement of homeless households out of temporary settings as rapidly as possible, flexibility of the system to address differing level of services for a diverse homeless population, and ability for people to move to other options when recovered and stabilized.
- How the applicant will work with clients to increase income, access to benefits and services received through appropriate linkage with mainstream systems, including mental health and drug treatment, public health, TANF, rehabilitation and employment, etc.
- How the agency will utilize funding requested in light of other programs in which the agency participates, especially those agencies that participate in Shelter Plus Care, which the funders desire to be maximized to the fullest extent possible. Combined NOFA funds for rental assistance are not to be used to support the rental assistance needs of households that could be supported with Shelter Plus Care, by agencies with access to that resource.

5) Cultural Competency and Living Environment

Applications should clearly demonstrate sponsor and/or partnership capacity and program design to address the disproportionate number of persons of color who are homeless and to provide access to living environments with culturally and linguistically appropriate services. Project sponsors are expected to demonstrate their ability to appropriately serve and engage persons for whom English is not a primary language.

Favorable consideration will be given to applicants that clearly demonstrate the ability to create close and effective connections with members of cultural groups and/or communities of color that do not easily access mainstream programs because of cultural, linguistic or other barriers. Large agencies are encouraged to recognize that small, culturally focused agencies are often able to cultivate unique relationships with their clients, and are encouraged to partner with those agencies to provide referrals and access to the housing opportunities created.

6) Geographic and Population Distribution

The funders desire to disperse funds to address homelessness throughout King County. As a result, final funding decisions will consider the geographic distribution of projects and homeless population that will be served by an award. Funders particularly encourage, within the next few years, the creation of permanent supportive housing units with intensive services for homeless persons in North and/or East King County.

For more information about sub-regional goals, both the South King County and East King County documents describing local priorities and needs are available at the CEHKC website: <http://www.cehkc.org/happening.aspx>.

7) Commitment to Participate in System Coordination Efforts

Project sponsors and partners are encouraged to participate in the planning discussions concerning system coordination efforts. Projects awarded funding under this NOFA will be required to participate in system coordination efforts for appropriate units of housing, as follows:

- Client Care Coordination is a system for housing placement, in which high utilizers of hospitals, jails, shelters and other mainstream systems, as well as chronically homeless and vulnerable street homeless persons with intensive service needs are referred to and matched with vacant and appropriate permanent supportive housing units. Sponsors should indicate the number of units they propose to dedicate for referrals from the Client care system, and the population they propose to serve both within Client care and in other units.
- A system of coordinated entry and uniform assessment for homeless and at-risk families is being developed to identify which housing resources are most appropriate for families. This system work is a component of Moving Forward, A Strategic Plan for Addressing and Ending Family Homelessness in King County.
- Funders will also give additional consideration to projects that utilize and align with existing homeless system initiatives such as the countywide Landlord Liaison Project.
- Safe Harbors/HMIS participation is a core feature of system coordination efforts.

8) Matching Appropriate Housing with Services

This NOFA does not mandate the use of specific housing or service models, but funders will be evaluating whether housing types and services levels are appropriate for the specific needs of the proposed population. For example, projects intended to serve homeless households with multiple barriers should clearly demonstrate lower threshold screening on the part of property management. Models that serve homeless families with children should show an appropriate

level of services, educational opportunities, and play spaces specific to children. Programs that serve youth/young adults should demonstrate developmentally appropriate education and employment opportunities, and housing models.

VI. PARTICIPATING FUNDERS

Information specific to each of the funder is outlined below:

COMBINED OPERATING SUPPORT, RENTAL ASSISTANCE AND SUPPORTIVE SERVICES (ORS) FUNDING

**Funds will be made available through an RFP
to be released on approximately August 17, 2011
by the following funders:**

**KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN
SERVICES; CITY OF SEATTLE OFFICE OF HOUSING; UNITED
WAY OF KING COUNTY; WASHINGTON FAMILIES FUND; KING
COUNTY HOUSING AUTHORITY; AND SEATTLE HOUSING
AUTHORITY**

Applications Due: September 23, 2011

Funding Available: *Please note that all funds under this offering will be made available through a coordinated Request for Proposals (RFP) process. The funders will determine the specific sources at the time of award.*

1. KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN

SERVICES: An amount up to approximately \$10 million from the King County Housing and Community Development (HCD) Program will be allocated for multi-year commitments of up to five years according to the priorities listed above. Projects must show consistency with applicable plans: Veteran's and Human Services Levy Service (V-HS Levy) Improvement Plan, Mental Illness Drug Dependency (MIDD) Implementation Plan, and the Ten Year Plan to End Homelessness in King County. Projects serving veterans with V-HS Levy funding must have relationships with existing veterans, programs, and/or systems to determine housing needs and take housing referrals.

Sources include:

- HB 2163/1359/2331 Document Recording Fee Collections (approximately \$7.1 million or more, depending on the outcome of the state legislative session);
- Veterans and Human Services Levy (subject to Levy renewal – up to approximately \$1 million, with a portion of funds specifically to projects serving veterans and their families);
- Mental Illness Drug Dependency Sales Tax Collections (approximately \$2 million)

MIDD funds will be awarded for projects serving persons with mental illness and/or chemical dependency who are either currently enrolled in or who are eligible for treatment services in the publicly funded treatment systems administered by the Mental Health Chemical Abuse and Dependency Services Division. These NOFA funds will pay for non-treatment services to support clients' maintenance of permanent housing.

In addition, King County HCD, as part of the King County Family Homelessness Initiative, will contribute up to \$300,000 annually and participate in the Request for Qualifications process in winter 2010 to select an organization to implement a Coordinated Entry and Assessment System for Homeless Families.

Contact: Kelli Larsen- King County / Combined Operating, Rental Assistance and Services RFP Lead, (206) 263-, kelli.larsen@kingcounty.gov

2. **UNITED WAY OF KING COUNTY:** Up to \$1 million will be allocated over an initial commitment of up to five years for supportive services to assist individuals experiencing chronic homelessness to move into new permanent supportive housing. This includes frequent utilizers of emergency medical, sobering center, mental health and jail services in King County, visibly homeless individuals living on the street, and vulnerable individuals with high needs, including individuals living in shelters, encampments or vehicles.

Supportive services include, but are not limited to intensive case management to address mental health, physical health, physical disabling conditions, chemical dependency, and employment and training opportunities.

Contact: Neil Powers- United Way, (206) 461-4934, npowers@uwkc.org

3. **CITY OF SEATTLE OFFICE OF HOUSING:** Approximately \$2 million from the 2009 Seattle Housing Levy is available for the Operating & Maintenance (O&M) Program to support new rental projects that have been funded with 2009 Seattle Housing Levy capital funds. The program provides funding to fill the gap between project income and eligible operating and enhanced property management costs, with a maximum subsidy of \$2,500 per unit per year. Subsidy awards have a maximum contract term of 20 years, subject to available funding and annual project reviews. Projects must serve extremely low-income households (under 30% of median income).

Contact: Cindy Erickson- OH, (206) 684-0360, cindy.erickson@seattle.gov

4. **KING COUNTY HOUSING AUTHORITY** has made available up to 80 Project-based Vouchers to be used in conjunction with A Regional Coalition for Housing (ARCH) and their capital funding round to address a ongoing lack of affordable housing and an underserved homeless population in East King County. ARCH expects that at least 50 vouchers will be available for allocation in the next couple of years through ARCH's competitive process. The

value of all 80 vouchers over a five-year period is approximately \$3.8 million. Projects applying through the 2011 round should be under contract no later than December 31, 2012.

Contact: Kristin Winkel - King County Housing Authority, (206) 574-1168, kristinw@kcha.org

- 5. SEATTLE HOUSING AUTHORITY** is making available up to 70 Project-based Vouchers for projects that will make long-term commitments to serve households with incomes below 30 percent of area median, with priority for projects that provide supportive services to residents who need assistance to maintain a stable residence and satisfactory quality of life, especially those who are highly vulnerable. The approximate 5-year value of these vouchers is \$2.5 million. Projects must be operational no later than December 31, 2012.

Contact: Jodi Speer- Seattle Housing Authority, (206) 239-1637, jspeer@seattlehousing.org

- 6. WASHINGTON FAMILIES FUND**, administered by Building Changes, is making available up to \$800,000 in service funds to support a minimum of ten (10) “high need” families for ten (10) units of permanent supportive housing. The High Level Service Model will allocate service funding for chronically homeless families with multiple barriers to housing and self-sufficiency, which includes: multiple episodes of homelessness, mental health, chemical dependency, domestic violence/trauma from violence, HIV/AIDS and/or chronic health problems, families who are dealing with Child Protective Services (CPS), and serious criminal histories. The model funds intensive wrap-around services available to families at or below 20 percent AMI, in permanent supportive housing.

Competitive applications will demonstrate priorities in the following areas:

- Strong partnerships with other providers in the community to meet families’ service and housing needs;
- Creating new service-enriched housing units;
- Serving families who are experiencing complex life situations;
- Providing a clear permanent housing strategy for families leaving the program; and
- Providing employment services or employment support services to families and collaborating with community-based employment programs

High-Level Service model grantee agencies will be required to participate in the evaluation as a condition of funding award.

Contact: Kelly Smith- Building Changes, (206) 805-6135, Kelly.Smith@BuildingChanges.org

Combined Operating, Services, and Rental Assistance Application Workshop

Funders will hold an additional Application Workshop on approximately **August 25, 2011 (Location, Date, and Time TBD)** for organizations interested in applying for Operating Support, Rental Assistance and Services funds. This meeting is not mandatory, but is recommended and will provide more detailed information about the application materials.

How to Access the Application: <http://www.kingcounty.gov/housing>

A REGIONAL COALITION FOR HOUSING (ARCH) CAPITAL FUNDS

Applications Due: August 11, 2011

Funding Available:

Approximately \$2.0 million is available for affordable housing projects that meets any local priority, one of which is housing serving the homeless (See ARCH website for more details on local priorities). The local priorities are long term goals and in any given round a higher or lower percentage may be spent for any local priority, including homelessness. In addition, in a partnership with the King County Housing Authority, ARCH will be allocating approximately 50 Section 8 vouchers over the next couple of years through its application process. These vouchers can be used for a variety of different purposes, with some emphasis being on serving homeless households and larger families (2 bedroom or larger) units. Another objective is for the vouchers to help leverage an overall increase in affordable housing available in East King County. More detailed information regarding the Section 8 vouchers is located in the Trust Fund section of the ARCH website.

Applications are taken for projects located in East King County cities and unincorporated areas within the Urban Growth Line (does not currently include Snoqualmie Valley area). See ARCH website (<http://www.archhousing.org>) for a list of member cities.

Refer to ARCH application and funding guidelines at <http://www.archhousing.org/developers/htf-application-form.html>

Contact: Klaas Nijhuis, (425) 861-3677, knijhuis@bellevuewa.gov

**KING COUNTY DEPARTMENT OF COMMUNITY AND HUMAN
SERVICES / HOUSING AND COMMUNITY DEVELOPMENT
PROGRAM / HOUSING FINANCE

CAPITAL FUNDS**

Applications Due: August 5, 2011

Funding Available:

An amount up to approximately \$13.5 million in capital housing funds for all capital requests, including new 9% tax-credit projects. This amount consists of the following sources, some of which are pending:

- Veterans Levy recaptured funds – approximately \$425,000
- Veterans and Human Services Levy (V-HS Levy) new capital funds (*subject to Levy renewal – up to approximately \$1.0 million; \$300,000 in Veteran’s Levy and \$700,000 in Human Services Levy). Chronically homeless households (veterans and others) with intensive service needs; permanent supportive housing; projects using a housing first approach; projects serving homeless households (veterans and others) that have a moderate need for services to overcome barriers and be successful in permanent housing; and other service-enriched homeless housing.
- 2331 Document Recording Fee Surcharge for Homeless Housing (up to approximately \$2.5 million) -Chronically homeless households and households with the greatest barriers to securing and remaining in permanent housing with high service needs; homeless and vulnerable households and households with a history of rental instability or other barriers with moderate to low service needs.
- HOME funds (approximately \$2.8 million) Low and very low-income households, including homeless households with various levels of service needs.
- Regional Affordable Housing Program (RAHP) funds (approximately \$1.7 million). Low and very low-income households, including homeless households with various levels of service needs.
- HB 1997 – approximately \$4.7 million for affordable workforce housing for households at or below 80% of area median income (subject to passage by the state legislature).
- HOF Housing Innovations for Persons with Developmental Disabilities funds (approximately \$380,000)

How to Access the Application: <http://www.kingcounty.gov/housing>

Contact: John DeChadenedes, (206) 263-9081, John.DeChadenedes@kingcounty.gov

CITY OF SEATTLE OFFICE OF HOUSING

CAPITAL FUNDS

Applications Due: July 29, 2011

Funding Available:

Approximately \$20 million in capital funds, including 2009 Levy funds, federal HOME and CDBG funds, and Bonus funds, is available for the acquisition, rehabilitation and new construction of affordable rental housing in the city of Seattle. Projects that advance the goals of the Rental Housing Program and maximize City investment will be most competitive.

How to Access the Application: <http://www.seattle.gov/housing/development/MultifamilyNOFA.htm>

Contact: Debbie Thiele, (206) 615-0995, debbie.thiele@seattle.gov

VII. RELATED FUNDING OPPORTUNITIES & EMERGING SYSTEMS

FAMILIES HOMELESSNESS INITIATIVE

As part of the ongoing work by the Committee to End Homeless (CEH) and through a coordinated effort with the King County Family Homelessness Initiative, King County funders are undertaking an effort to realign the family homelessness system to be a more streamlined, accessible system designed to prevent families in crisis from becoming homeless, rapidly house those who experience homelessness, and link families to the services they need to remain stably housed.

“Moving Forward: A Strategic Plan for Preventing and Ending Family Homelessness” puts forth a series of strategies to shift the family homelessness system in ways that will more effectively serve families facing or experiencing homelessness. By building on existing strengths, bringing successful programs to scale, integrating services and programs and coordinating community efforts, the system will reduce both the number of families who experience homelessness and the length of time families spend homeless. The primary areas of implementation during the first phase of implementation include:

- Creating a coordinated access and assessment system for Families experiencing homelessness or a housing crisis to access housing services

Funding will be made available through an RFQ released during the spring of 2011, to identify an organization to operate the regional family homelessness coordinated entry and assessment system in King County.

- Realigning the current, traditional model of homeless service delivery to families to one that promotes prevention and rapid re-housing into appropriate levels of services and housing supports

In conjunction to the systems change work of shifting current practices to new ways of delivering services, the public and private will begin a multi-year process of using locally controlled grant resources to phase in change. The first phase of this funding realignment will support the current network of family homeless assistance providers in realigning exiting programs, while investing new resources to fill gaps. Immediate attention will be given to RFPs in 2011 for locally controlled funding sources, particularly local, state and federal resources that currently fund emergency shelter and transitional housing programs (see Funding for Time Limited Homeless Programs on pages 17). Concurrently there will be an opportunity to provide funding support to agencies to undertake the realignment of existing programs to new approaches (see Washington Families Fund Systems Innovation Grants below). Additional information will be available when the Request for Proposals (RFP) is released this summer for time-limited (emergency shelter and transitional housing) programs.

- Increased efforts to coordinate family homeless/housing services with other mainstream systems.

During this initial phase, emphasis will be on forging relationships and exploring an understanding of programs and opportunities that could be involved in collaboration. New resources and/or realigning exiting mainstream system funding will occur in outlying years although relevant funding opportunities will be explored as they arise. For example, currently there are efforts to develop a demonstration program that combines housing resources with the child welfare system.

Contact: Debbi Knowles, (206) 263-9088, debbi.knowles@kingcounty.gov

Additional materials related to the King County Family Homelessness Initiative are available at: www.kingcounty.gov/socialservices/Housing/ServicesAndPrograms/Programs/Homeless/HomelessFamilies

WASHINGTON FAMILIES FUND, in alignment with the King County Family Homelessness Initiative, may also make additional funds available, for a total of up to \$1,835,000 (2011) to support the provision of direct services and supports to homeless families consistent with family homelessness plans targeting the five pillars: early intervention and prevention; coordinated access to support services; rapid re-housing; tailored services; and increased economic opportunities. WFF Systems Innovation Grants are time-limited (one-time) but may be expended over multi-year commitments and are designed to leverage the reallocation of existing, ongoing funding streams, or the allocation of new, ongoing dollars, to support specific changes in practice that are consistent with the approved county family homelessness plans. More information will be available at www.buildingchanges.org.

Contact: Kelly Zelenka- Building Changes, (206) 805-6140, Kelly.Zelenka@BuildingChanges.org

MCKINNEY HOMELESS ASSISTANCE FUNDS

McKinney Homeless Assistance Funds are intended to help homeless households: (1) increase their housing stability; (2) increase their skills and/or income; and (3) obtain greater self-sufficiency. Locally, more than 60 projects are currently funded with McKinney dollars. A single consolidated application covering all of King County is submitted to the U.S. Department of Housing and Urban Development (HUD) each year at a time determined by HUD. The exact date of the competition varies from year to year. We expect this year's application deadline to be in September 2011.

Funding for new projects is available on a limited basis each year, and as of May 2011 we expect the same for this round. For the 2011 competition (funds available in 2012), the Seattle-King County Homeless "Continuum of Care" (HUD's term for our consolidated application) is looking to fund new permanent supportive housing for disabled persons. To that end, McKinney funding for new projects is expected to be available as follows:

- Approx. \$1 million in new dollars for acquisition, construction, operating and/or leasing for new permanent supportive housing for homeless disabled individuals and their families, with a priority for chronically homeless and/or veterans.

Because of HUD's requirements for timely expenditure of funds, McKinney dollars need to be among the last dollars into a project. Projects funded through this and previous combined funding rounds, as well as projects that are already substantially funded through other sources, will be best positioned for this funding.

Contact: City of Seattle- Eileen Denham, (206) 684-0915, eileen.denham@seattle.gov
King County- Kate Speltz, (206) 263-9084, kate.speltz@kingcounty.gov

KING COUNTY RFP FOR TIME-LIMITED HOMELESS PROGRAMS

King County will be releasing a Request for Proposals (RFP) this summer that will fund supportive services and operating costs in time-limited (emergency shelter and transitional housing) homeless programs. King County intends to coordinate to the greatest extent possible with other funders that run competitive funding processes for similar uses.

The County intends to combine into one coordinated RFP a number of funding sources that are used to support time-limited housing and services for persons who are homeless. Funds include King County Regional Affordable Housing Program (RAHP) Operating and Services Funds; King County's federal Emergency Solutions Grant (ESG) and the portion of King County Community Development Block Grant (CDBG) that is designated for emergency shelter and emergency assistance. The RFP will also include Washington State Consolidated Homeless Grant (CHG) funds. The state CHG combines into one fund state dollars that have been administered separately as Transitional Housing, Operating and Rent Assistance (THOR) and Emergency Shelter Homeless Prevention (ESHP).

The awards under this RFP will be granted for a two year term (2012 and 2013).

The proposed timeline for the RFP is as follows:

- RFP Released Early July 2011
- RFP Applicant Workshop mid July 2011
- RFP applications due to King County mid August 2011
- Award Announcements October 2011
- Contract Start Date January 2012

Additional information regarding the RFP, including application materials, as they become available will be on the King County website located at: <http://www.kingcounty.gov/socialservices/Housing.aspx>

Contact: Janice Hougen, (206) 263-9089, janice.hougen@kingcounty.gov
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Appendix 1: Homeless Housing Definitions

A range of housing models and strategies are needed to address the diverse needs of homeless people in King County. As part of promoting awareness and discussion of successful models of housing, staff from several funders prepared the following definitions. These definitions are meant to be descriptive and to promote a common understanding of the use of key terms. The definitions may evolve over time and are not meant to establish absolute requirements or prohibitions in terms of the service models that applicants may propose in their applications. Sponsors are encouraged to use the definitions to be clear about the population they plan to serve, the housing model they will use, and how the services will fit the needs of the anticipated residents.

Types of Housing.

- a. **Non Time-limited or Permanent Housing.** Independent community based housing that has no time-limit on tenancy or specific service requirement as a condition of tenancy, although services may be provided, depending on residents served. Residents hold rental agreements and can stay in the housing for as long as they choose and as long as they are in compliance with their rental agreement or lease. Note: Non Time-Limited Housing is also referred to in many of these definitions as “permanent housing.” The use of the word “permanent” does not imply an expectation or requirement that the tenant will stay in the unit indefinitely. “Permanent” means only that the housing is not artificially time-limited.
 - i. **Affordable Housing.** Non time-limited housing that is available to households with incomes less than 30%, 50% or 80% of area median income (AMI), also sometimes known as workforce housing. Housing projects may receive tax credits or other incentives in exchange for agreeing to set aside a certain number of units in the development for households with total incomes less than a particular percentage of AMI. Households must meet income requirements to be eligible for the units.
 - ii. **Permanent Supportive Housing.** Permanent rental housing for a household that is homeless or at risk of homelessness and has a condition or disability, such as mental illness, substance abuse, chronic health issues, or other conditions that create multiple and serious ongoing barriers to housing stability. Households have a long-term need for housing case management and services in order to meet the obligations of tenancy and maintain their housing. Tenant holds a rental agreement or lease and may continue tenancy as long as rent is paid and the tenant complies with the rental agreement or lease. Tenants have access to a flexible array of comprehensive services, mostly on site, such as medical and wellness, mental health, substance abuse, vocational/employment, and life skills. Services are available and encouraged but are not to be required as a condition of tenancy. There is ongoing communication and coordination between supportive service providers, property owners or managers, and/or housing subsidy programs. Housing providers may need to relax screening criteria to serve many of the households in this category.

- iii. **Service Enriched Housing.** Permanent rental housing for homeless households with a lower level of service needs than those needing permanent supportive housing. Housing case management is offered, and many households will have only intermittent need for services, as the housing is designed for low-income and homeless people with a range of service needs. Some households may need individualized flexible services for a period of time, but do not need ongoing services to maintain housing long-term. Programs and services may be available on or off-site and promote personal and community asset building. Services are not required as a condition of tenancy.
- iv. **Subsidized Housing.** Non time-limited housing that is supported by a rental subsidy. Generally, the tenant pays 30% of their monthly income towards rent and utilities, and the other portion of the rent is paid by the subsidy up to a reasonable amount.
- v. **Transition in Place.** Allows households to initially stabilize in housing with intensive services, and for services to be reduced over time and eventually discontinued. Households can remain in the housing and convert the terms of their tenancy from temporary to permanent housing in the same unit or in a new unit in the same development. In most cases, there are a number of designated transitional units within a larger complex of primarily permanent units. Transition in place works only if there is a sufficient supply of affordable permanent units available to participants when their need for transitional housing services diminishes. Household income must be sufficient to pay the new rent amount or rental assistance must be offered.

b. Time-limited Housing.

- i. **Transitional Housing.** Temporary housing that is time-limited, generally from three months to two years. Tenure is contingent upon participation in services, compliance with program rules, and compliance with tenancy. The goal of transitional housing is to provide the support needed for participants to become ready to “graduate” into permanent housing. Intensity and range of services provided varies among programs and should be appropriate for the target population served. Services may include case management, information and referral, life skills training, tenant education, and many others.
- ii. **Emergency Shelter.** Emergency Shelter is defined as temporary shelter from the elements and unsafe streets for homeless individuals and families. In Seattle-King County, shelter programs are either fixed capacity (facility-based) or flexible capacity (i.e., hotel/motel vouchers, etc.). Emergency shelters typically address the basic health, food, clothing, and personal hygiene needs of the households that they serve and provide information and referrals about supportive services and housing. Shelters range from mats on the floor in a common space to beds in individual units.

Capital for Housing. Funding pays for the costs to develop housing. These costs may include construction, rehabilitation, acquisition and other associated development costs, such as capitalized reserves.

Supportive Services. A wide range of direct client services and assistance to people throughout the homeless housing continuum. Services may include such things as outreach and engagement, case management, information and referral, treatment, healthcare, employment, life skills training and housing stability.

- a. **Basic Services.** Limited services to help someone connect to needed community resources; information and referral. Services might also include limited financial assistance like bus tickets, food, and utility assistance.
- b. **Case Management.** Individually-tailored services provided in a client's home or at an office that are described in a mutually-agreed-upon plan of action to address multiple life challenges. Case Management Services may include such things as budgeting and money management, life skills training, linkage to community services such as legal assistance, assistance applying for public benefits, parenting and liaison with schools, domestic violence counseling and safety planning, assistance with housing applications, mental health counseling, etc. Individual service plans include goals related to greater self-sufficiency and stability. Housing case management is the same services that are linked specifically to housing, and are intended to promote housing stability.
- c. **Enhanced Property Management/ Front Desk Enhancement.** Property management activities that are enhanced in order to make the housing program effective for a special population. An example is the additional staffing required to operate a 24-hour front desk, a feature that is not necessary in a conventional apartment building but may be required to ensure tenant safety in a building serving chronically homeless individuals disabled by mental illness or chemical addiction.
- d. **Employment Services.** Services that help link clients to employment opportunities in the community through skill building, job training, job readiness classes, assistance with resume writing, employment search, supported employment, and direct connections and referrals to jobs and/ or job programs.
- e. **Health Care Services.** Medical and health related services that may include health screening, health education and illness prevention, testing, and treatment.
- f. **Landlord Liaison.** Housing Search services aimed at linking homeless clients to units of permanent housing. A landlord liaison provides a bridge between the client, the property manager/landlord, service providers working with clients, and in some cases an agency that is master-leasing units from the landlord. Services may include such things as identifying and securing available housing units, outreach to landlords, managing landlord incentives, providing subsidies or connecting with subsidy providers, facilitating or performing unit inspections, providing on-call service to landlords and connecting with service providers for clients in crisis,

assisting with housing applications and advocating on behalf of clients to landlords, mediating and helping to resolve conflicts between a landlord and a client.

- g. Linkage Services.** Provide clients with contact information and referrals to housing and needed services and resources in the community. The responsibility for following up on these referrals typically lies with the client, unless they are unable to on their own.
- h. Outreach Services.** Engagement with people who are not currently connected to community resources. Outreach services specifically target populations and/or geographic areas in order to identify and connect people to services and/or housing.
- i. Resident Services.** Property-based services that coordinate on-site activities and primarily provide information and referral to assist households in accessing services offered by third-party providers. Resident services promote personal and community asset building, such as After-school programs; Employment programs; Adult Education programs; Child Care; Community Safety, and Resident Leadership and may be available through referral and/or on site with at least one staff to coordinate and deliver services. Classes and activities based on residents' needs may be offered on site. Activities and services may include such things as after-school youth recreation and tutoring, ESL, parenting, nutrition and financial literacy classes, employment services, adult education and community building and engagement and eviction prevention.
- j. Treatment Services.** Therapeutic health, mental health, or substance abuse services that are provided by a licensed person/agency to a client. Services are geared towards the individual needs of the client and may be provided in housing, a treatment facility, or in a community health/mental health care setting.

Level of Services. The level of services provided varies depending on the population served and a person's ongoing need for support.

- a. High.** High level services are typically needed for someone residing in permanent supportive housing who will need services long-term in order to remain in housing. High level services would be described as intensive, comprehensive, readily available (on-site), and available long-term. Services are usually offered 24/7.
- b. Medium.** Medium level services are typically comprehensive for a period of time, but may taper off and even eventually go away as a person becomes stable in housing. Services will initially be readily available and provided onsite through regular case management visits (weekly or monthly depending on the need).
- c. Low.** Low level services are provided as needed in order to offer support to a household in transition that has a low need for services. They are typically time-limited, less frequent "check-ins," and may be provided on or off site.

Financial Assistance. Expenses paid by an agency on behalf of a client to cover such costs as move-in assistance, household items, application fees, emergency rent-assistance and other emergent needs.

Operating Support. Assistance provided to a housing provider to pay the costs to run and operate housing that is affordable to households with very low incomes.

Rental Assistance/Section 8 Vouchers. Subsidy paid to a Landlord on behalf of a specific tenant to pay for a portion of the tenant's rent. Generally, the tenant pays 30% of their monthly income toward rent and utilities, and the subsidy provider pays the remainder up to a reasonable amount. If the client has zero income, rental assistance may pay the entire rent amount to the landlord. Rental Assistance may be long-term (12 months and longer) or short-term (less than 12 months).

- a. **Tenant-based Housing Choice Voucher Set-asides or Agency-based Vouchers.** The Housing Authority signs a referral agreement with a service provider/agency. The agency may refer a specific number of applicants to the housing authority for whom they will provide services. The applicants receive tenant-based Housing Choice Vouchers and select where they choose to live from the private market. The Housing Authority then signs a Housing Assistance Payment (HAP) contract with the private owner, but only for the duration that the voucher holder is in residence.
- b. **Project-based Assistance.** The Housing Authority contracts with a housing owner. The subsidy is directly attached to a specific number of units in the owner's development. The term is typically fifteen years with five year renewals up to a maximum contract term of 40 years. The owner is required to have an MOU with a service provider and to ensure that tenants are provided the services they need.
- c. **Sponsor-based Assistance.** Under this model the Housing Authority contracts directly with a service provider. The service provider master leases units from one or more housing owners. The provider subleases these units to tenants and provides them with services. The Housing Authority funds the provider for the difference between the master lease rent and the tenant rent. This model provides the equivalent rental assistance to the Section 8 voucher program, but does so under the housing authority's "Moving to Work" authority.

Populations.

- a. **Chronically Homeless Person - HUD Definition.** Chronically homeless as defined by HUD, is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as: (1) A disability as defined in section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. The term "homeless" in this case means a person sleeping in a place not meant for human habitation

(e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.

- b. Chronically Homeless Person/ Long Term Homeless - United Way Definition.** Chronically homeless person as defined by United Way of King County's Chronic Homeless Initiative is a person who experiences long periods of time in emergency shelters and on the streets of King County due to multiple personal barriers to finding and maintaining housing. Many individuals may have one or more disabling conditions that contribute to personal barriers.
- c. High-Utilizer.** Those persons diagnosed with mental illness and/or chemical dependency who are frequent users of emergency medical services, hospitals and/or the criminal justice system. High-utilizers are identified by the county sponsored high-utilizer coordinating group.
- d. Homeless - King County Homeless Housing and Services Program and State THOR Definition.** A homeless person or household is someone who, on a particular day or night, does not have decent and safe shelter or sufficient funds to purchase a place to stay. This includes people who can provide proof of imminent housing loss or who are currently residing in homeless shelters or transitional housing.
- e. Homeless Person - McKinney Act (42 U.S.C. 11302) Definition.** A homeless person is a person sleeping in a place not meant for human habitation or in an emergency shelter; and a person in transitional housing for homeless persons who originally came from the street or an emergency shelter.
- f. Homeless Family.** One or more adults over the age of 18, a pregnant woman (18 years or older), or a legal caregiver with at least one child under 18, who is residing in the home or are in the process of reunifying with their parent or custodian. Parents who are in the process of reunifying with their children must demonstrate that there is a clear plan in place for the custody of the children to be restored. This includes families who are currently living in, or graduating from, transitional housing programs.
- g. Homeless Older Adult.** A homeless person aged 55 or over. Programs serving this population may be eligible for specific funding sources and/or may develop programming specific to the needs of this age group.
- h. Homeless Young Adult.** Homeless persons ages 18 to 25 that may have been in an unstable housing situation for most of their lives, including involvement with the foster care system, and require services that are geared toward their individual developmental needs.
- i. Homeless Youth.** Homeless persons under age 18, and for whom services are often dictated by Washington State guidelines. Services are typically geared towards their individual developmental needs.
- j. Long-Term Homeless.** This term includes all people who have been homeless for long periods of time or repeatedly over long periods of time as evidenced by stays in the streets, emergency

shelters, or other temporary settings, sometimes cycling between homelessness and hospitals, jails, or prisons. This definition intentionally includes a larger group of people than the HUD definition of chronically homeless, such as families, youth, partnered homeless people, and those who do not have a documented disability.

- k. Person with a Disability - Social Security Definition.** A person who is determined to: 1) have a physical, mental or emotional impairment that is expected to be of continued and indefinite duration, substantially impedes his or her ability to live independently, and of such a nature that the ability could be improved by more suitable housing conditions; or 2) have a developmental disability, as defined in the Developmental Disabilities Assistance and Bill of Rights Act.
- l. Person with Substance Use Issues.** A person who has problems resulting from a pattern of using substances such as alcohol and drugs. Problems can include a failure to fulfill major responsibilities and/or using substances in spite of physical, legal, social, and interpersonal problems and risks.
- m. Person with a Mental Illness.** A person with a mental illness is someone who has a psychiatric disorder that results in a disruption in a person's thinking, feeling, moods, and ability to relate to others.
- n. Veteran.** A veteran is defined as any person who:
 - Served in any branch of the armed forces of the United States, including the National Guard, the Coast Guard, and the Armed Forces Reserve; AND
 - Fulfilled the initial military service obligation, OR was called into federal service for at least 180 cumulative days; AND
 - Received the following characters of discharge: Honorable, Medical, Under Honorable Conditions (UHC).

National Guard, reserve member or service member is defined as any person who:

- Has been called up under Federal or State orders (including Article 10 or Article 32 activations); OR
- Is currently enlisted in the US Armed Forces; OR
- Is in the process of activation for duty; OR
- Is activated for duty; OR
- Is returning from duty; OR
- Has returned from duty in the previous 365 days.

Family members of veterans are defined as:

- A spouse or domestic partner of a veteran or service member, as defined above;
- A dependent of a veteran or service member, as defined above; a dependent must be the legal responsibility of the veteran or service member at the time of receipt of assistance.

Strategies.

- a. Assertive Community Treatment (ACT).** ACT is a service-delivery model that provides comprehensive, locally based treatment to people with serious and persistent mental illnesses. Unlike other community-based programs, ACT is not a linkage or brokerage case-management program that connects individuals to mental health, housing, or rehabilitation agencies or services. Rather, it provides highly individualized services directly to consumers. ACT recipients receive the multidisciplinary, round-the-clock staffing of a psychiatric unit, but within the comfort of their own home and community. For homeless clients, this can mean providing services on the streets or in shelters. To have the competencies and skills to meet a client's multiple treatment, rehabilitation, and support needs, ACT team members are trained in the areas of psychiatry, social work, nursing, substance use, and vocational rehabilitation. (This definition is excerpted from the National Alliance for the Mentally Ill, www.nami.org).
- b. Graduation Beds.** Graduation beds refers to a strategy where residents of permanent, service-rich supportive housing, who no longer need high-intensity services of their existing building and who want greater independence, are given the option (and often assistance) to move into permanent affordable housing with less service supports. These clients will be supported throughout the shift to new housing and provided services on an as needed basis.
- c. Harm Reduction.** Harm reduction is a set of practical strategies that reduce the negative consequences associated with drug use, including safer use, managed use, and non-punitive abstinence. These strategies meet drug users "where they're at," addressing conditions and motivations of drug use along with the use itself. Harm reduction acknowledges an individual's ability to take responsibility for their own behavior. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal, and does not condone or condemn drug use. Staff working in a harm reduction setting work in partnership with tenants, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use. The harm reduction model has also been successfully broadened to reducing harms related to health and wellness as well as many other issues.
- d. Homelessness prevention.** A set of strategies intended to assist people who are living in an unstable housing situation or facing a short-term housing crisis to remain in their current housing and not become homeless. Strategies include such things as outreach, information and referral, financial assistance, money management counseling and sometimes case management.
- e. Housing First.** Housing first is a philosophical approach to permanent supportive housing that supports the direct provision of permanent housing to people who are homeless without a "housing readiness" test. There is no requirement that a household spend time in a shelter or graduate from a transitional housing program in order to receive permanent supportive housing, as above. In order to achieve "housing first", such housing must remove screening

barriers, screen in many households that have traditional barriers to renting, and remove certain tenancy rules that present barriers, such as a clean and sober requirement.

- f. Rapid Re-Housing.** Rapid re-housing is a term recently used by HUD to describe their homeless family initiative. It refers to the immediate and primary goal of moving a homeless household quickly into permanent, “non time-limited” housing and to help them stabilize. Services are delivered primarily following a housing placement and the goal is housing stability. Housing is not contingent on services; instead, participants must comply with a lease agreement and are provided with the services and supports as necessary.
- g. Voluntary Services.** Flexible services designed primarily to help tenants maintain housing. Voluntary services are those that are available to but not demanded of tenants (one’s housing is not dependent on participation in services), such as service coordination/case management, physical and mental health, substance use management and recovery support, job training, literacy and education, youth and children's programs, and money management. While services are not a condition of tenancy, providers may employ motivational interviewing and other techniques to engage clients in services.

Appendix 2: Key to Available Resources

	<i>Capital to Develop New Housing</i>	<i>Rental Assistance</i>	<i>Operating Support</i>	<i>Supportive Services: Case Mgmt, Mental Health, Chemical Dependency, Other</i>	<i>Section 8 Vouchers</i>
City of Seattle – Office of Housing	X		X		
King County DCHS/CSD/HCD, Housing Finance Program	X				
A Regional Coalition for Housing (ARCH)	X				X
King County DCHS/CSD/ HCD, Homeless Housing Program		X	X	X	
King County Housing Authority					X
Seattle Housing Authority					X
United Way of King County				X	
Washington Families Fund				X	

Appendix 3: Application Information

Funding Type	Where is Project Located?	What Funds Will I Apply for?	What Application Do I Complete?	How Many Copies?	Where Do I Deliver the Applications?
Operating, Rental Assistance and Services Funding	King County – including Seattle	<input type="checkbox"/> King County DCHS/CSD/HCD – Homeless Housing and Services Funds, MIDD, V-HS Levy <input type="checkbox"/> United Way Supportive Services Funding – Campaign to End Chronic Homelessness <input type="checkbox"/> Washington Families Fund, Building Changes – Services for high needs families	Common Application for Operating Support, Rental Assistance and Supportive Services (ORS) Application location: http://www.kingcounty.gov/housing	1 original with original signature; 4 paper copies; and 1 electronic copy	Attn: Kelli Larsen King County HCD 401 5 th Ave., 5 th floor Seattle, WA 98104 Kelli.Larsen@kingcounty.gov
	King County – outside Seattle	<input type="checkbox"/> King County Housing Authority			
	Seattle	<input type="checkbox"/> Seattle Housing Authority (Supportive Housing Vouchers) <input type="checkbox"/> City of Seattle Office of Housing O & M			

Funding Type	Where is Project Located?	What Funds Will I Apply for?	What Application Do I Complete?	How Many Copies?	Where Do I Deliver the Applications?
Capital Funding	Seattle	<input type="checkbox"/> City of Seattle Office of Housing Capital \$\$	1. Common Application 2. HTF Supplemental 3. Seattle Supplemental (2010) Application location: http://www.seattle.gov/housing/development/MultifamilyNOFA.htm	1 original and 1 CD that includes the complete set of Common Application, State Supplemental, and Seattle Supplemental questions in Word, Budget Workbook Forms in Excel and all attachments in pdf.	Attn: Debbie Thiele Seattle Office of Housing 700 Fifth Ave, 57 th floor Seattle, WA 98104 debbie.thiele@seattle.gov
	King County – including Seattle	<input type="checkbox"/> King County Capital \$\$: RAHP (2060), V-HS Levy Capital, HOF HIPDD, 2331 Doc Recording Fee, HB 1997 Workforce Housing; HOME Program - HOME funds only available for projects outside Seattle	1. Common Application 2. HTF Supplemental 3. Housing Finance Program Supplemental Application location: http://www.kingcounty.gov/housing	2 complete originals with all attachments and 1 CD that includes the complete set of Common Application, State Supplemental and Housing Finance Program Supplemental questions in Word, Budget Workbook Forms in Excel and all attachments in pdf.	Attn: John deChadenes King County Housing Finance Program 401 5 th Ave., 5 th floor Seattle, WA 98104 John.deChadenes@kingcounty.gov
	King County – outside Seattle	<input type="checkbox"/> A Regional Coalition for Housing (ARCH) Capital \$\$	1. Common Application 2. ARCH Supplemental Application location: http://www.archhousing.org/HTF/	1 original and 1 CD that includes a complete copy of the Common Application and ARCH Supplemental Application– No PDF's please.	Attn: Klaas Nijhuis ARCH 16225 N.E. 87 th St, Suite A-3 Redmond, WA 98052 knijhuis@bellevuewa.gov

